



Dance It Out Hospital Event Planning Worksheet 2026

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Power Up Nursing – Dance It Out Event Submission Form

Thank you for participating in Dance It Out! Please complete the form below so we can support your hospital event planning and national coordination.

1. Hospital Information

- Hospital / Organization Name
 - Hospital Address, City, State
 - Primary Contact Name
 - Title / Role
 - Email Address
 - Phone Number
 - **Hospital Logo Upload** (Required)
(File upload field)
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2. Event Details

- Planned Event Date
 - Event Start & End Time
 - Event Location (on campus or off-site)
 - Indoor or Outdoor Event?
 - Event Space Description (lobby, auditorium, outdoor plaza, etc.)
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3. Audience & Attendance

- Who is invited? (Select all that apply)
 - Nurses
 - Hospital staff
 - Leadership team
 - Physicians
 - Allied health staff
 - Students
 - Community members
 - Other: _____
 - Anticipated number of attendees
 - Will leadership participate? Yes No
 - Will departments attend together or individually?
-

4. Event Activities Planned

(Check all planned activities)

- Dance session
 - DJ or music
 - Live instructor / dance leader
 - Wellness activities
 - Recognition ceremony
 - Giveaways or raffles
 - Photo booth or photo area
 - Vendor tables
 - Wellness education booths
 - Other activities: _____
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5. Refreshments & Hospitality

- Will refreshments be served? Yes No

If yes:

- Type of refreshments:

- Snacks
- Full meal
- Drinks only
- Healthy options
- Sponsored food
- Other: _____

- Catering partner or internal services?
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6. Marketing & Promotion

- How will the event be promoted internally?

- Email
- Flyers/posters
- Internal screens
- Social media
- Leadership announcements
- Other: _____

- Will hospital social media participate? Yes No
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7. Sponsorship & Partnerships

- Any local sponsors participating? Yes No

If yes, list sponsors:

- Interested in national sponsor collaboration? Yes No
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8. Logistics Support Needed

- Areas where support is requested:

- Event planning guidance
 - Promotional materials
 - Sponsor coordination
 - Activity ideas
 - Wellness resources
 - Other: _____
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9. Media & Documentation

- Will photos/videos be taken? Yes No
 - Can event content be shared nationally by Power Up Nursing? Yes No
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10. Additional Notes

(Open text field)

Submission Confirmation

- We confirm participation in Dance It Out and agree to submit final event details and photos after the event.